

## Quick Guide To Submitting Summer Hire RPA

(To be used in conjunction with the DCPDS Desk Guide for Managers)

1. Select "Request for Personnel Action" from the Navigator list, and click "Open".
2. Select "Recruit/Fill" and click "Open".
3. Complete blocks 3, 4, 5 & 6. The RPA must be signed in blocks 5 and 6 by the requestor and authorized manager.

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Request for Personnel Action (Recruit/Fill, Routing Group:NE\_REGION)

Change Family Refresh Status

Requesting Info Position Data Employee and Position Data Remarks and Address

**PART A - Requesting Office**

1 Actions Requested  
**Recruit/Fill**

2 Request Number  
**04FEB0HMCPOC0X699506**

3 For Additional Information Call (Full Name)

4 Prop. Eff. Date  
**ASAP**

5 Action Requested By (Full Name)

6 Action Authorized By (Full Name)

Telephone Number  
**375.9817**

Request Date  
**28 JUN 2004**

Title

Concurrence Date

**PART B - For Preparation of SF 50**

1 Last Name First Name Middle Name

2 Social Security Number 3 Date of Birth 4 Effective Date

**FIRST ACTION**

5-A Code 5-B Nature of Action

5-C Code 5-D Legal Authority

5-E Code 5-F Legal Authority

**SECOND ACTION**

6-A Code 6-B Nature of Action

6-C Code 6-D Legal Authority

6-E Code 6-F Legal Authority

History Extra Information Person Position Others...

FRM-40400: Transaction complete: 2 records applied and saved.

4. Click on the "Remarks and Address" tab.
5. In Part D of the "Remarks and Address" tab, provide the following information for a Summer Hire RPA.

Organization/UIC/Organization Code/Command Code:

Duty Location: (i.e., Stuttgart, Germany)

Kaserne or Barracks Name: (i.e., Kelley Barracks)

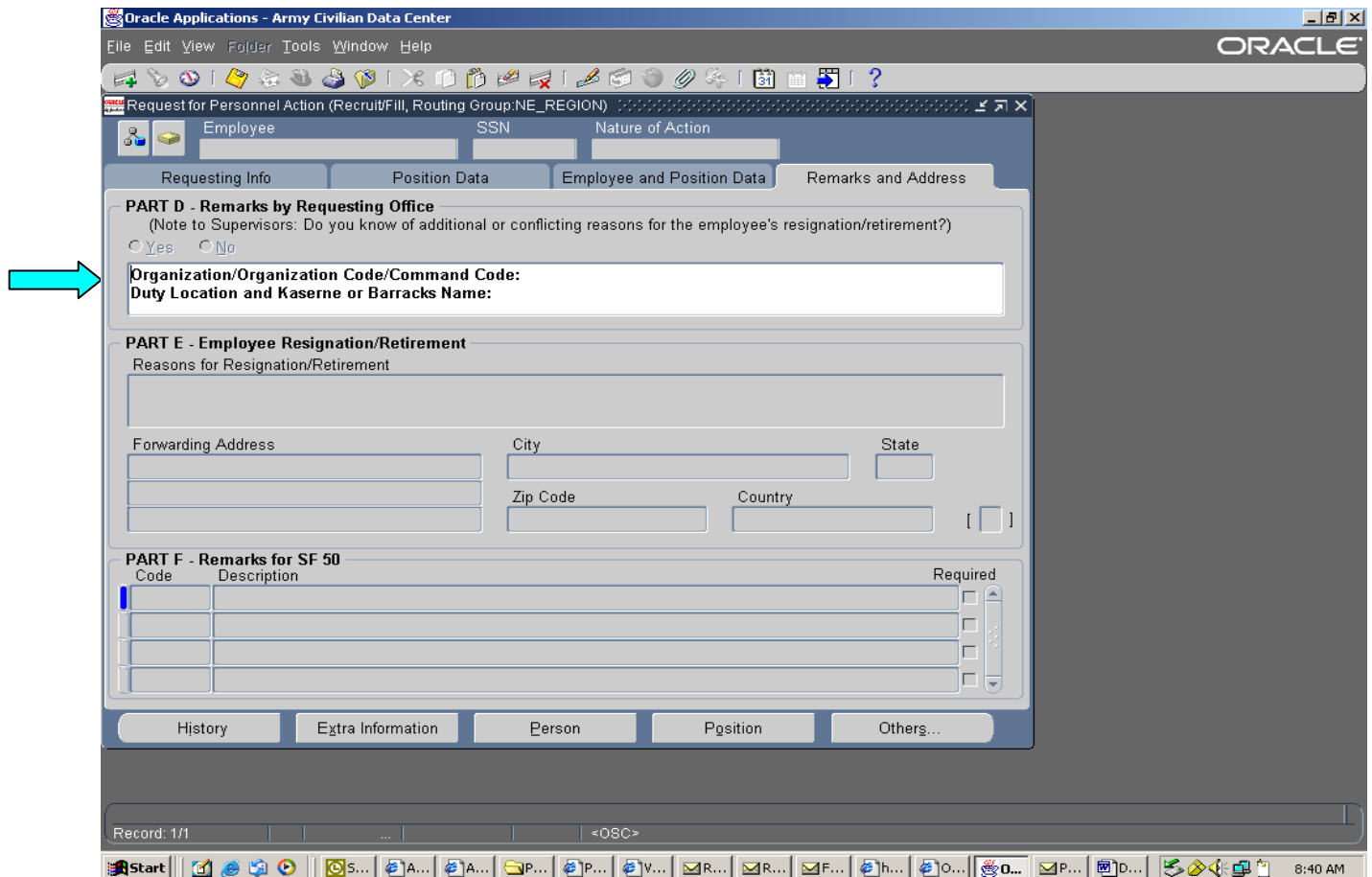
Bldg. # / Room #:

Supervisor's Name / phone number/e-mail address:

Position Type: (i.e., Clerical or Labor), **If Labor**, please state if **power equipment** will be operated!

Name Request: (Submit name only if the applicant worked for your organization last year)

**\*Note:** The Gatekeeper Checklist is not required. If the above information is not provided, the RPA will be returned to Management. This information is required for the CPOC to create the summer hire position.



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File Edit View Folder Tools Window Help

Request for Personnel Action (Recruit/Fill, Routing Group: NE\_REGION)

Employee SSN Nature of Action

Requesting Info Position Data Employee and Position Data Remarks and Address

**PART D - Remarks by Requesting Office**  
(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)  
☐ Yes ☐ No

Organization/Organization Code/Command Code:  
Duty Location and Kaserne or Barracks Name:

**PART E - Employee Resignation/Retirement**  
Reasons for Resignation/Retirement

Forwarding Address City State  
Zip Code Country

**PART F - Remarks for SF 50**

Code	Description	Required
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

History Extra Information Person Position Others...

Record: 1/1 <OSC>

Start S... A... P... V... R... F... h... O... D... P... D... 8:40 AM

6. Save your action by clicking the yellow diskette icon located in the upper left corner of the toolbar. Click "Yes" when prompted, to route your action. An RPA number will be generated. Record the RPA number for future reference.
7. In the next dialog box "Routing", select "Save and hold in personal inbox" and click "Ok."
8. Access your Civilian Inbox, select the RPA and click "Respond"
9. Click "Save". Click "Yes" to route your action.
10. In the next dialog box "Routing", select "Person" and click "Ok."
11. Locate your RMO from the "Person" listing, then click "Ok".
12. Once the RPA has been reviewed/approved by the RMO and is ready to be submitted to the CPOC, the RPA should be routed to "XYZ-0SHPMC/COCD" from the "Groupbox" routing list.